

CITY OF SOUTH PASADENA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

1414 Mission Street - South Pasadena - CA 91030 - 626-403-7240

Permit Ready  
\_\_\_\_\_

**CITY RIGHT OF WAY TREE REMOVAL APPLICATION**

*Please submit site plan if more than three (3) trees are involved.*

PERMIT FEES: **Inspection: \$124 plus**

PERMIT NO. \_\_\_\_\_

**Permit: \$317**

JOB SITE: \_\_\_\_\_

PROPERTY OWNER'S NAME(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY BUSINESS LICENSE NO: \_\_\_\_\_

**Trees 4" in diameter or greater are Mature Trees - Include all conditions warranting the removal  
Please Submit plan if more than three (3) trees are involved**

(1) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_

(trees 4" in diameter or greater are considered Mature trees.)

Location of Tree: \_\_\_\_\_

(specific location on property, i.e. front/side/back yard)

List Reasons for requesting this tree removal: \_\_\_\_\_

(include all conditions warranting the proposed work.)

(2) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_

(trees 4" in diameter or greater are considered Mature trees.)

Location of Tree: \_\_\_\_\_

(specific location on property, i.e. front/side/back yard)

List Reasons for requesting this tree removal: \_\_\_\_\_

(include all conditions warranting the proposed work.)

(3) Type/Variety: \_\_\_\_\_ Size of Tree: \_\_\_\_\_

(trees 4" in diameter or greater are considered Mature trees.)

Location of Tree: \_\_\_\_\_

(specific location on property, i.e. front/side/back yard)

List Reasons for requesting this tree removal: \_\_\_\_\_

(include all conditions warranting the proposed work.)

**PRIVATE PROPERTY TREE REMOVAL/REPLACEMENT PERMIT CONDITIONS:**

- (1) Conditions must exist to warrant the removal of any mature tree. Healthy trees which are not causing a hardship on the property owner shall not be approved for removal.
- (2) Tree removals will include complete removal of the stump and backfill of the hole.
- (3) For every tree approved for removal, multiple replacement trees must be planted anywhere on the owner's property or on City's property upon City's approval. For replacement tree(s) planted in the parkway, root barriers will be required to control the root system. The size of the replacement tree(s) is (are) based on the diameter of the trunk and they type/variety of the approved tree(s) for removal. The replacement three(s) must be a minimum of 24" box size or as specified by the Engineering Division.
- (4) Replacement trees must be planted within 90 days of the **issuance date on the permit**.
- (5) Prior to planting the replacement trees, a final inspection must be conducted by the City inspector to verify conformance with tree replacement requirements. Please call to schedule an appointment at (626) 403-7370, Monday through Friday, 7:30 a.m. to 4:00 p.m.
- (6) **A 100-foot radius map and mailing labels shall be required to provide public notice of the tree removal. Residents within a 100-foot radius of the property shall be given 15-days to comment on the tree removal prior to issuance of the permit.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*City use only*

1. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

2. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

3. Recommended for Approval or Denial Type/Variety Inspected: \_\_\_\_\_

Size of Tree: \_\_\_\_\_ Replacement Tree Size: \_\_\_\_\_ Qty: \_\_\_\_\_ Due by: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_